

PROGRAM ADMINISTRATOR

DEFINITION:

Under general direction of the Public Works Director, plans, directs, negotiates, analyzes, supervises and monitors several of the City's Program areas, including Solid Waste Management, Water Conservation, Information Technology and Cable Television, and provides professional assistance to City staff.

CLASS CHARACTERISTICS:

This is a management position and is distinguished from other classes by the degree of independent thought, action and interdepartmental coordination of the City's various program areas. The position provides important administrative direction, coordination, review and control for those programs and requires initiative and dependability with a willingness to be original in approach, adaptable, and provide decisive leadership. There will be contact with the City Council, public and other agencies.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS:

1. Plan, direct, negotiate, analyze, supervise and monitor the City's Solid Waste Management, Water Conservation, Information Technology, and Cable Television Programs.
2. Develop and implement strategic plans for assigned programs.
3. Negotiate and manage contracts for assigned programs,
4. Engage in joint planning and coordination with other departments, agencies, and jurisdictions to promote recycling and water conservation.
5. Provide liaison with private industry, management consultants, local state and federal agencies and governing bodies as appropriate.
6. Study and recommend alternatives for expanding recycling efforts within the City.
7. Prepare and monitor state and federal grant applications.
8. Monitor and report on all legislation which might affect existing and future operations.
9. Direct and supervise the work of subordinate staff, contract workers and community volunteers.
10. Prepare for and conduct staff presentations at City Council meetings and public hearings.

11. Coordinate maintenance of data communications network, modems and servers; monitor contract compliance with service provider and internal customer satisfaction.
12. Coordinate the purchasing of information technology resources.
13. Administer the cable television's franchise and ensure that the franchise complies with important City laws and standards.
14. Respond to customer concerns about cable television service and fees.

MARGINAL/PERIPHERAL JOB FUNCTIONS:

1. Design and implement public education programs.
2. Undertake special studies/projects as assigned.
3. Perform related work as required.

QUALIFICATIONS:

Knowledge of:

1. Comprehensive and current principles, practices, and techniques in the assigned program areas.
2. Public administration principles related to municipal government activities, including the role of elected officials and staff.
3. Relationships between the City, general public and other government agencies.
4. Principles and practices of supervision and training.
5. Municipal budgeting procedures and techniques.
6. Principles of public relations and communication.
7. Statistical concepts and methods, research organization, problem solving techniques and applicable computer software.

Skill in:

1. Developing and implementing goals, objectives and procedures.
2. City administration computer operations.

3. Research methods and the sources of information pertaining to areas of responsibility.
4. Organizing and coordinating the activities of public and private groups.
5. Making effective presentations to City Council and the public.

Ability to:

1. Develop and implement goals, objectives and procedures.
2. Develop and maintain effective working relationships with those contacted in the course of work.
3. Use initiative and judgment within established guidelines.
4. Set priorities and follow-up on projects.
5. Represent the City effectively in meetings and with others.

JOB REQUIREMENTS:

1. Graduation from a four-year college with major course work in environmental science, business or public administration, communication or a related field of study.
2. Five years of professional experience in municipal public administration, two years of which involved the administration of public programs and at least two years of supervision of professional and clerical staff.

OTHER QUALIFICATIONS:

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.
2. Additional experience related to the program areas and/or a Master's in Public Administration or one of the program areas is desirable.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

1. Reports, forms, pencils and pens
2. Computer monitor, keyboard and printer
3. Copy machines
4. Fax machines
5. Calculator
6. Telephone
7. Automobile

PHYSICAL DEMANDS:

1. Mobility
2. Speaking/Hearing
3. Seeing
4. Sitting
5. Use of fingers/Manual dexterity
6. Speed in using office equipment
7. Lifting up to 20 lbs.

ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:

1. Indoors: normal office conditions, 75% of the time
2. Travel: varying conditions, 25% of the time
3. Noise level: conducive to office setting
4. Lighting: conducive to office setting
5. Flooring: low level carpeting
6. Ventilation: provided by central air conditioning
7. Dust: normal, indoor levels